

Livable Delaware Activity – Detailed Program Description

Activity/Policy/Program name: Online Employment Application

Contact person: John McCartney

Enabling Laws: Not applicable

Policies: N/A

History: The traditional paper employment application would cause the applicant to travel to the State Personnel Office for application submission.

Current Situation: State Personnel Office instituted the online employment application in 2000 and continues to improve upon the process. By virtue of applying for positions via the State Personnel Office website, the applicant does not have to travel to an SPO site for application delivery.

Revisions/Actions Needed: State Personnel will continue to improve the data gathering techniques and ease-of-use of this system.

Resources needed to create/revise: Current State Personnel staff is utilized to support and maintain the online employment application.

Process for creation/revision: State Personnel will continue to work with agencies on improving the job postings and application turnaround.

Schedule: Post implementation, this process will be reviewed at least twice a year to ensure proper enhancements. Reviews may occur more often dependent upon feedback received.

Measures to guide progress: Timelines met.

Interactions or inter-relationships with other agencies or units of government: Agencies are continually contacted for job postings and feedback on applications via the process.

Livable Delaware Activity – Detailed Program Description

Activity/Policy/Program name: Pre-Tax transportation deduction for transit/van-pooling

Contact person: Debbie McCall

Enabling Laws: Not applicable

Policies: There are no current policies in place that would be impacted by this program.

History: Title 26, section 132 (f) of the IRS Code issued on January 11, 2001 permits employers to offer employees a tax-free benefit for qualified transportation expenses. Employees are able to exclude from their gross income up to \$65 per month for public transit, or \$65 per month for vanpools. The federal policy includes an inflation adjustment for future years. Effective January 1, 2002, the monthly amount increases to \$100. The pre-tax deduction has benefits for both the employee and for the employer. The employee has the potential to save up to 40% on the value of State, Federal and FICA taxes that would have otherwise been paid on the deducted wage amount. The employer will save 7.65% FICA payments that would have otherwise been paid on the deducted wage amount.

Current Situation: The State Personnel Director and the Secretaries of Finance and Administration have met with a representative of a third party administrator regarding a proposal to administer these services for State of Delaware employees. The current price quoted was \$5.00 per participant per month of participation. This vendor was directed on November 1st, 2001 to “sharpen their pencils” and return to the state with a better offer. There has been no response to date.

Revisions/Actions Needed: Approval & possible funding dependent on proposal received.

Resources needed to create/revise: Upon approval and funding (if needed), PHRST will meet with third party administrator for interface and reporting requirements. The interface would be completed on a per paycycle basis and responsibilities would be that of PHRST.

Process for creation/revision: The State Personnel Office has requested a “better cost per participant” charge. Upon receipt, this proposal will be reviewed for approval.

Schedule: The benefit is on a month by month basis and can begin at any time. Thus, the State is awaiting the response from the vendor in the hopes of a neutral fund impact for a successful implementation.

Measures to guide progress: Upon approval & funding, timelines will be set for a communication strategy.

Interactions or inter-relationships with other agencies or units of government: The State of Delaware would establish eligibility guidelines for program, i.e. full-time, part-time, casual/seasonal, or anyone who receives a state paycheck. The benefit would be transparent to agencies due to all information passing electronically with the third party administrator.